



DHS-HEARINGS ADMINISTRATOR

CHARACTERISTICS OF WORK:

This is administrative and supervisory work of unusual difficulty with responsibility for coordinating, directing, and staffing the Administrative Hearings Section of the Quality Assurance and Administrative Hearings Department. The section is responsible for fair hearings initiated by clients and is concerned with protecting applicants for or recipients of assistance or services against arbitrary action and/or inequitable treatment by county departments and administrative disqualification hearings initiated by the agency. The section also is responsible for determining if recipients have intentionally violated program rules and regulations and therefore are receiving food stamps fraudulently. Work is performed within the framework of federal and state laws and regulations and agency policies and must be sufficient to withstand scrutiny by the appropriate court. Supervision is received from an administrative superior.

MINIMUM REQUIREMENTS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Juris Doctorate from an accredited School of Law;

AND

Experience:

Two (2) years of experience in a professional, administrative capacity in a human services agency.

OR

Education:

A Master's Degree from an accredited four-year college or university in Social Work;

AND

Experience:

Three (3) years of experience in a professional, administrative capacity in a human services agency.

OR

Education:

A Master's Degree from an accredited four-year college or university in Political Science, Public Administration, Business Administration or a directly related field;

AND

Experience:

Four (4) years of experience in a professional, administrative capacity in a human services agency.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Social Work, Political Science, Public Administration, Business Administration or a directly related field;

AND

Experience:

Five years of experience in a professional, administrative capacity in a human services agency.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Receives and reviews fair hearings requests from clients and administrative disqualification hearing requests from the agency.

Analyzes supportive data and makes determination as to acceptance or rejection of requests for hearings.

Assigns cases to DHS-Administrative Hearings Officers for review.

Communicates with legal representatives of clients, agency departmental representatives, and other personnel to obtain information pertinent to requests.

Reviews recommendations of Administrative Hearings Officers to ensure conformity and proper application of laws and regulations.

Answers questions orally and in writing from claimants and other parties pertaining to hearings policies and procedures.

Reviews proposed policy changes regarding hearings and hearings procedures to ensure compliance with laws and regulations.

Conducts hearings of a particularly complex nature in accordance with federal and state laws regarding due process, evidence, and procedure.

Reviews and remains abreast of all laws, regulations, and policies applicable to the programs administered by the agency.

Provides orientation and training for all new personnel within the Administrative Hearings Section.

Prepares status reports for State Board of Public Welfare and other required federal and state reports.

Develops and monitors objectives of the Administrative Hearings Section.

Related or similar duties are performed as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.